



**United States Department of State**  
*Washington, D.C. 20520*

April 12, 2012

Mr. Michael Morisy  
MuckRock News  
DEPT MRT 942/ P.O. Box 55819  
Boston, MA 02205-5819

**RE: Contract for creating and/or maintaining State Dept FOIA redaction tools**

Dear Mr. Morisy,

This is in response to your request dated **November 30, 2011**. We have assigned Case Control Number **F-2011-26580** to your request.

Based on our review of your correspondence, we have determined that we cannot process your request for the following reason(s):

- ☒ You have not reasonably described the records you seek in a way that someone familiar with Department records and programs could locate them.
- ☐ You have not provided a valid third party authorization; or proof of death; or custodial verification of a minor.
- ☐ You have not provided identifying information (such as your date and/or place of birth, or the date and/or place of birth for all persons named in your request; citizenship status).
- ☐ You have not provided proof of your identity (personal verification).
- ☐ Some or all of the records you have requested do not appear to be State Department records (other agency information may be attached).
- ☐ The records you seek are in the public domain.
- ☐ Your request is not dated.
- ☐ You have submitted your identifying information on forms that were not issued by the State Department, which we do not accept.
- ☒ You have not agreed to pay the fees associated with the processing of your request.
- ☐ Your request is not a FOIA Request.
- ☐ Your request was not submitted in English.

Accordingly, your request is invalid and your case has been closed.

Should you want to contact us, you may call our FOIA Requester Service Center on (202) 261-8484 or send an email to [FOIAstatus@state.gov](mailto:FOIAstatus@state.gov). If you want information concerning how to file a request, please refer to the Information Access Guide which is available at [www.foia.state.gov](http://www.foia.state.gov). Please refer to the Case Control Number in any communication.

Sincerely,

A handwritten signature in cursive script, reading "Mary Therese Casto". The signature is written in black ink and is positioned below the word "Sincerely,".

Mary Therese Casto  
Chief, Requester Communications Branch

**Contract Number:** In general, in response to FOIA requests for contract information, the Department can search by contract number, solicitation number or requisition number. In order to better serve your requesters, it is important that they provide us with specific contract and solicitation numbers. To assist with this, online research capability is available to you using Federal Business Opportunities ([www.FBO.gov](http://www.FBO.gov)) or the Federal Procurement Data System ([www.fpds.gov](http://www.fpds.gov)). Using the websites, you can locate archived awards (in some cases of solicitations the archive only retains postings for six years).

In addition, please be aware that locating a contract number in the database does not guarantee having immediate access to the contract and supporting documentation. Pursuant to Part 4.805 of the Federal Acquisition Regulation, which pertains to storage, handling and disposal of contract files, the Department is not federally mandated to retain original, signed documents for more than 6 years and 3 months after final payment. Therefore, those documents that are older may be housed in one of the Department's storage facilities.

**Fee Waiver:** Due to the fact that we cannot begin processing your request at this time, we will not address whether your request would be entitled to a fee waiver. If you wish to pursue this request, you may ask for a fee waiver when you send us a new request, and supply the additional information necessary to make your request valid.